

**DIOCESAN COUNCIL  
OF  
CATHOLIC WOMEN**

**CONVENTION  
GUIDELINES**

**\*ANY CHANGES TO THE PROCEDURES SET FORTH IN THESE GUIDELINES MUST GO THROUGH THE DCCW PRESIDENT FOR REQUIRED APPROVALS AND COMMUNICATION TO AFFECTED COMMITTEES.**

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## DCCW PRESIDENT RESPONSIBILITIES

The DCCW President provides overall leadership for the Convention and serves as the Convention Chair. She maintains regular communication with all Convention committee chairs and, whenever possible, attends Convention committee meetings to offer support and guidance.

- \_\_\_ Consult with Convention Co-Chair in suggesting and arranging for future keynote speakers.  
Begin making these contacts and arrangements approximately 18-24 months in advance.
- \_\_\_ Set the date of the Convention - usually the last full weekend of April.
- \_\_\_ Set the Convention location, in coordination with the Director of Meetings (DOM/CO-DOM), based on careful assessment of facilities and costs.
- \_\_\_ Confirm and provide the Convention date for the Diocesan calendar, the Bishop's calendar, and the Intermountain Catholic as soon as it's set.
- \_\_\_ Review the hotel contract (recommended one (1) year prior to Convention, or as soon as contract is received).
  - \_\_\_ The DCCW President and DOM/CO-DOM will review hotel contract.
  - \_\_\_ Include the President Elect if the contract will cover a convention during her term.
- \_\_\_ DCCW President must sign all contracts negotiated on behalf of the DCCW.
- \_\_\_ The DCCW President and DOM/CO-DOM will select and approve Convention menus.
- \_\_\_ Notify Editor of the [Intermountain Catholic](#) of the Convention date as soon as it is known.
- \_\_\_ Set the Convention Theme - The theme for the Diocesan Convention may reflect the current [National Council of Catholic Women \(NCCW\) Convention theme and/or logo](#). Written permission must be obtained from NCCW prior to its use or promotion at the diocesan level to ensure proper representation and alignment with national messaging. The President may select a theme and/or logo for her term, with the consent of the board.
- \_\_\_ Set the Convention Program.
  - \_\_\_ Choose proposed keynote speaker, with suggestions from the DCCW Board.
  - \_\_\_ Work with the appropriate commission chairs to obtain speakers following the same protocol as for the keynote.
  - \_\_\_ DCCW President with the approval of Advisory Board and Finance Committee will determine maximum amount allowable for fees/honorariums to keynote and Commission speakers, based on availability of funds in the Speaker's Fund.
  - \_\_\_ Prior to contacting speakers, including Commission speakers, obtain written approval from the Spiritual Advisor and the [Bishop](#).
    - In the letter, include speakers' credentials.
- \_\_\_ Utilize the Diocesan [Lay Ministry Clearance Request](#) form, for all speakers. (*www.dioslc.org*)
- \_\_\_ Once approvals are received, send formal invitation to speakers.
  - \_\_\_ DCCW President sends keynote letter.
  - \_\_\_ Request Vitae to be used in the '[Call to Convention](#).'
  - \_\_\_ Request that bullet points or an outline of the keynote presentation be submitted at least three (3) weeks prior to the Convention to assist in drafting resolutions.
  - \_\_\_ Commission chairs send letters to their Commission speakers.

Oversees advertising and publicity in the absence of Publicity Chair.

In consultation with the DOM/CO-DOM, Spirituality Chair and Liturgical Liaison, determine where the Convention Mass will be held. (Preference: Cathedral).

- If Mass is at the Cathedral or local parish, the Liturgical Liaison/Spirituality Commission Chair and Co-Chair will coordinate with the Cathedral/Parish Liturgical Coordinator.
- The Liturgical Liaison will submit appropriate requested paperwork ([Scheduling an Event at the Cathedral form](#)).
- If Mass is at the hotel, the DOM/CO-DOM will include Mass accommodations in the hotel negotiations, as applicable.
- The Liturgical Liaison shall coordinate all clergy involved in Mass, including celebrants, co-celebrants, and deacons. Ensures alignment on roles, vesting, and liturgical flow.

After conferring with Ways & Means Chair, approve the number and types of vendors.

Approve requests from or solicit non-profit organizations wishing to exhibit information in the Convention Hall. (i.e. Diocesan Commission for People with Disabilities, CCS)

Notify DOM/CO-DOM so they can arrange tables for the non-profit organizations.

- Include a table for NCCW information near main room. Locations determined by DCCW President and DOM/CO-DOM.

Approve requests from affiliates or organizations wishing to place flyers in the convention bags.

- All non-convention related literature to be inserted should meet the following criteria:
  - Directly support the DCCW mission: to support, empower and educate in the areas of spirituality, leadership and service;
  - Support an affiliate CCW or Catholic women's group event;
  - Be from a Convention exhibitor or speaker;
  - Be related to the Convention theme or speaker topic.

Contact Convention Co-Chair/Ways & Means/Registration/Hotel (if applicable)/Leadership/Scholarship chairs for revised forms, due December 30th, minimum of two (2) weeks prior to packet completion deadline.

- When possible, coordinate the deadline dates among these chairpersons.

Prior to the winter board meeting, approximately January 15<sup>th</sup>, collect and have 'Call to Convention' packet material completed.

- Provide contents of packets electronically to the DCCW Secretary.
- As needed, print packet materials for DCCW Secretary to mail.

The '[Call to Convention](#)' packet shall include: (Refer to previous year's 'Call to Convention' as a guide.)

- Official letter of invitation with all general Convention information;
- A tentative agenda;
- Convention registration and hotel reservation forms or hotel reservation code/link (as applicable), include deadline date for return, names, addresses (including e-mail address), phone numbers, etc., of where reservations can be sent;
- a flyer that promotes the Convention;
- Poster session information obtained from Leadership Commission Chair;
- Scholarship guidelines and application, obtained from Scholarship Chair;
- Request for advertising sponsors, obtained from Convention Co-Chair;
- Request for centerpieces donated by the Affiliates; within info letter;
- Request for fundraising items, obtained from Ways & Means Chair;
- Request for donations identified by Service Commission Chair which should be brought to the Convention; (*within letter*)
- Woman of the Year information;
- Throw Down Challenge flyer obtained from the Leadership Commission Chair;
- 'Dates to remember' flyer (including deadlines).

- Affiliate of the Year, guidelines and application.
- Golden Rose Award, guidelines and application.
- Convention sponsor guidelines and application form.

\_\_\_\_\_ At the winter board meeting, solicit ideas regarding the convention Mass collection recipients, limited to maximum of three (3), to be discussed and voted on at the winter board meeting.

- The Cathedral of the Madeleine is permanently designated as one of the Mass collection recipients.

\_\_\_\_\_ Sixty (60) days before Convention, request a letter of welcome from the Bishop and DCCW Spiritual Advisor.

- Request that the letter be sent to the Convention Co-Chair to be included in the Program booklet.
- Include a return deadline date.
- Include previous year's letter as a sample.

\_\_\_\_\_ Sixty (60) days before, send a short letter of invitation to the Bishop, DCCW Spiritual Advisor, current NCCW Officers, and Province Director.

- They are included as our guests at Convention.
- Also, note in the letter any duties they will be asked to perform, making sure they will be available at the times needed.
  - The Bishop customarily serves as the principal celebrant at the Convention Mass and delivers the Homily.
  - The Bishop also presents the Woman of the Year (WOY) awards and gives a brief welcome at the banquet.
  - The DCCW Spiritual Advisor will be asked to give welcome, say prayers before meals, help with the Installation Ceremony or Rite of Commitment, and assist the Bishop with Woman of the Year presentation. He also introduces priests and religious at the banquet, from a list supplied by Convention Registration Chair.
  - The Province Director and any NCCW Officers attending may be invited to speak at the Convention, are asked to assist at the NCCW information table, and may be asked to assist with the Installation/Recommitment Ceremony.

\_\_\_\_\_ Sixty (60) days before, send an invitation to the Vicar General and Vicar General Emeritus of the Diocese to be our guest at the banquet.

\_\_\_\_\_ Provide the Convention Registration Chair, Hotel Reservation Chair (if applicable), and DOM/CO-DOM with the list of all comps by set registration and hotel deadlines.

- The following individuals are usually our guests:
- San Francisco Province Director - registration & lodging; (Friday & Saturday)
- SLC Diocese Bishop - registration;
- Special Guests - registration or meals, as applicable;
- DCCW Spiritual Advisor - registration & lodging;(Friday & Saturday)
- Intermountain Catholic Representative – registration;
- Current NCCW Officers residing in Salt Lake Diocese – registration & lodging; (Friday & Saturday)
- DCCW President – registration & lodging (hospitality suite);
- Immediate Past President - adjoining room in hospitality suite which is at her own expense;
- DCCW President Elect – registration & one-half lodging;
- Keynote Speakers – registration, lodging (if out of town);
- Commission Speakers – meal if close to their scheduled presentation. (breakfast or lunch).

\_\_\_\_\_ Consult with Convention Co-Chair in suggesting and arranging for future keynote speaker.

\_\_\_\_\_ The DCCW President will decide if corsages are to be provided for the Province Director, other NCCW officers, or other special attendees. Notify the WOY Chair of the names of those who should receive corsages.

\_\_\_\_\_ Write Annual DCCW President's Report and submit to Convention Co-Chairperson by her requested deadline.

\_\_\_\_\_ Contact Deanery Presidents in February to get copies of their reports, to be used in preparing DCCW President's Annual Report.

\_\_\_\_\_ Write AWARE article before Convention.

- The article should be written with the idea that the AWARE will be received in attendees' Convention bags.
- Also sent to those on distribution list who aren't attending.

\_\_\_\_\_ Prepare a Membership Questionnaire with the Convention Co-Chair to be included in the Convention bag, during your first year in office.

- This information will be used to assist the Nominating Committee to put together a slate of officers to be presented during the DCCW President's second year of office and will help the President Elect in making Commission appointments.
- Any questionnaire showing interest at the Deanery level shall be forwarded to the appropriate Deanery President.

\_\_\_\_\_ Send the Call to Meeting and agenda for the Convention board meeting, and menu selection and costs , if applicable.

\_\_\_\_\_ If desired, determine board 'thank-you' gifts or table favors (at the personal expense of the DCCW President).

\_\_\_\_\_ Two (2) weeks before Convention:

- Review complimentary registrations with Registration Chair, and special seating arrangements with Head Hostess.
- Consult with Immediate Past President on head table and special guests' seating.
- Confirm attendance of organizations displaying in foyer/registration hall.

\_\_\_\_\_ One (1) week before Convention:

- Consult with DOM/CO-DOM to confirm:
  - Final hotel contract numbers;
  - Complimentary rooms and upgrades have been assigned;
  - Arrangements for audio-visual equipment needed by keynote/guest speakers;
    - Provide DOM/CO-DOM with presentation materials from keynote speaker.
    - Commission chairs will verify equipment needs for commission speakers.

\_\_\_\_\_ Prepare script for Convention.

- Be sure to include several reminders for attendees to visit the opportunity drawing and auction room.
- Announce to attendees during a Saturday Convention session, prior to the Mass, where Convention Mass collection will be donated & remind attendees that envelopes are in Convention bags.
- If Mass is at the Cathedral, explain envelopes, which go in the first (and only) offertory collection.
  - Checks should be made payable to the DCCW.
- During Convention, formally and individually introduce and thank the Host Deanery President.
- Present gift to the Province Director - usually at the conclusion of her prepared presentation.
- Present gifts to the Bishop and DCCW Spiritual Advisor - usually presented at the banquet.
- Provide Secretary with a copy of the Convention Script (i.e., detailed agenda).

\_\_\_\_\_ Confirm travel dates and times, airport pick-up if needed, length of remarks, and supplies or other needs, for:

- Province Director
- Keynote speaker

\_\_\_\_\_ Obtain gift for the Province Director - usually \$50.00.

\_\_\_\_\_ At Convention Board Meeting obtain checks from DCCW Treasurer for:

- Keynote speaker's fee;
- Bishop's monetary donation; usually \$100.00
- DCCW Spiritual Advisor's monetary donation. usually \$100.00

\_\_\_\_\_ Write 'thank-you' notes for keynote speaker, Bishop, DCCW Spiritual Advisor, Province Director, and NCCW officers.

\_\_\_\_\_ Following Convention:

With the DOM/CO-DOM, review hotel bill and resolve discrepancies before approving it for payment.

- Obtain a copy of the hotel evaluations summary from the Immediate Past President for review prior to payment.
- Submit all receipts to Treasurer within thirty (30) days of end of Convention.

## HOST DEANERY PRESIDENT RESPONSIBILITIES

Host Deanery rotation is as follows:

Eastern	2026	2031	2036
Wasatch	2027	2032	2037
Northern	2028	2033	2038
Southwest	2029	2034	2039
Salt Lake	2030	2035	2040

The Host Deanery President is responsible for supporting functions of Convention planning and execution. Thoughtful preparation is essential to ensure a meaningful and engaging experience for all attendees.

\_\_\_\_\_ Appoint the following chairs and committees well in advance, from the hosting Deanery affiliates:

- Convention Bags Chair
- Head Hostess/Hospitality Chair
  - Forward these names to the Convention Co-Chair for inclusion in the program book.
  - Forward these names to the DOM/CO-DOM, with phone number(s) and e-mail address(es).

\_\_\_\_\_ Check with Registration Chair if assistants are needed at the registration desk, if so, how many and when.

\_\_\_\_\_ Check with Ways & Means Chair if assistants are needed or expected to assist in the dispersion of items on Sunday.

\_\_\_\_\_ Copy all job descriptions and distribute to Host Deanery Committee members at the fall meeting prior to Convention.

\_\_\_\_\_ Ensure that Convention Bags and Head Hostess/Hospitality Chairs understand completely their responsibilities to ensure that they are fulfilled.

- All volunteers are responsible for their own Convention costs.

\_\_\_\_\_ Call any meetings necessary to accomplish the planning of the Convention.

\_\_\_\_\_ In addition to the Convention Committee members, the Host Deanery President shall invite the following persons to all Convention meetings and keep them informed of everything:

- DCCW President
- Director of Meetings (DOM/CO-DOM)

\_\_\_\_\_ Determine whether daytime table favors (e.g., candy, holy cards, etc.) will be provided, and coordinate their purchase or creation as needed.

\_\_\_\_\_ At least four (4) months prior to the Convention, request from all Affiliates a voluntary monetary donation (suggested \$50.00) toward the Convention bags, in lieu of items.

- Instruct affiliates to make checks payable to “DCCW”, to be sent directly to the DCCW Treasurer.

\_\_\_\_\_ Discuss with DCCW Treasurer an agreed upon timeframe for forwarding Convention bags monetary donations from the DCCW Treasurer to the Host Deanery Treasurer.

\_\_\_\_\_ If necessary, request financial assistance from the DCCW.

- Although it is primarily the hosting Deanery’s responsibility to cover their Convention expenses, assistance is available from the established Host Deanery account, up to a maximum of \$500, if the hosting Deanery runs short of funds. Expenses must be directly related to hosting the Convention.
- Copies of receipts or other documentation shall be submitted to the Treasurer using the DCCW reimbursement form within thirty (30) days of the end of Convention. (Turn in receipts statement for any purchases made using the Host Deanery Fund.)

- \_\_\_\_\_ It is the Host Deanery's responsibility to provide volunteers: if unable, after talking with your Affiliate Presidents, please contact another Deanery for assistance and advise the DCCW President so recognition can be given.
- \_\_\_\_\_ If Mass is held in the hotel, ensure that the Host Deanery understands their liturgical duties for a Mass in the hotel, including arranging for altar flowers at the expense of the Deanery.
- \_\_\_\_\_ Work with President to arrange for an organization, such as Girl Scout Troop, to present the flag during convention opening ceremony.
  - \_\_\_\_\_ Send the name of the organization leader, and pertinent information to the Convention Co-Chair for inclusion in the program book.
- \_\_\_\_\_ Give a welcome at Convention, both Saturday and Sunday.
  - Short and to the point.
  - During the welcome, thank members of the Hosting Deanery's Convention Planning Committee and introduce and thank the Convention Bags Chair and Hospitality/Hostess Chair.
- \_\_\_\_\_ Using hostesses as runners, facilitate the centerpieces door prize drawing, generally held on Saturday.
- \_\_\_\_\_ The Host Deanery shall provide a Convention advertisement, such as a welcome letter or ad. The cost of the advertisement is to be covered by the Host Deanery's budget.

## CONVENTION BAGS CHAIR RESPONSIBILITIES

The Convention Bags Chairperson is responsible for obtaining the bags and contents therein, and for filling the bags prior to the Convention. She is appointed by the Host Deanery President.

All expenses incurred will be the responsibility of the Hosting Deanery.

- Keep accurate, comprehensive records of expenditures, with appropriate receipts.
- Submit a final copy to the Host Deanery President.

\_\_\_\_\_ Several months in advance of the Convention, appoint/recruit a committee to assist with the Convention bags.

- Keep your Deanery President informed and share committee member contact info with her & include her in meetings.

\_\_\_\_\_ Obtain a sufficient quantity of bags for the anticipated number of attendees.

- Packages A, B, and D receive bags.

\_\_\_\_\_ Suggested items to be placed into the bags:

- Convention Program (from the Convention Co-Chair);
- Reports and handouts requested by the DCCW President;
- Mass collection envelopes;
- AWARE – (from the Convention Co-Chair who has it printed);
- Resolutions – (from the Parliamentarian);
- Suggested items to be placed in bags:
  - Folder or envelope for loose papers;
  - Pen or pencil;
  - Note pad or paper;
  - Free items from the Chamber of Commerce or area merchants;
  - Purchased or handmade favors provided by the Host Deanery;
  - Promotional or advertising flyers from parish Affiliates, sponsors, and other organizations;
    - All flyers of this type must have prior approval of the DCCW President.
  - Items donated by Affiliates.
    - Affiliates are encouraged to donate money instead of specific items; however, some Affiliates provide items that they wish to include in the bags.
      - Confer with Host Deanery President for information about receiving monetary donations.

\_\_\_\_\_ Ask the DOM/CO-DOM to request from the hotel amenities such as pens, pencils, pads, etc.

\_\_\_\_\_ Establish a deadline of 6:00 PM. Friday of Convention for receiving all items to be placed in the Convention bags: the program, reports, other handouts, freebies, etc.

\_\_\_\_\_ Notify all board members and Affiliate Presidents of the deadline.

\_\_\_\_\_ Insert all items into the Convention bags before delivering the bags to the Convention registration table.

- A room at the hotel is designated for Convention bag assembly on Friday evening. This allows for the inclusion of any last-minute materials.
- If necessary, plan on being at the Convention the night before.

## **HEAD HOSTESS HOSPITALITY CHAIR RESPONSIBILITIES**

The Head Hostess is the chair of the Hospitality Committee and is appointed by the Host Deanery President.

- \_\_\_\_\_ All expenses incurred will be the responsibility of the Hosting Deanery.
  
- \_\_\_\_\_ Appoint a committee of at least eight to ten (8-10) women who will act as hostesses throughout the Convention.
  - Submit Hostess Committee members' contact info to Host Deanery President and DOM/CO-DOM.
    - Submit plan of assignments for both days to Host Deanery President.
  
- \_\_\_\_\_ Hold a meeting at the hotel with the Hostesses before the Convention convenes to assure their familiarity with the layout of the hotel, Convention Hall, restrooms, etc.
  - Obtain a hotel map to give to Hostesses for review.
  - Ensure Hostesses are familiar with who the DOM/CO-DOM and Registration Chair are in case any issues arise.
  
- \_\_\_\_\_ Assign hostesses to:
  - Hotel reservation desk to greet attendees, obtain bell hop assistance, and locate their rooms;
  - Convention registration area to welcome attendees and help facilitate a smooth registration;
    - Be located inside the main Convention Hall to assist attendees in finding seats, etc.
  - Use previous Hospitality Chair's schedule as template.
  - Collect all meal tickets. Recommend two (2) people assigned to each door or buffet line to collect all meal tickets.
    - Head Hostess shall provide all collected meal tickets to DOM/CO-DOM.
  - Provide direction to the WOY for pictures at the Cathedral, if applicable.
  - Assist guests with seating at numbered banquet tables.
  
- \_\_\_\_\_ Supply Hostesses with special badges, or other identifying item, that will be visible and set them apart, so they are easily recognizable to all attendees.
  
- \_\_\_\_\_ Ensure attendees feel welcomed and comfortable throughout the Convention (e.g., including signage, greeters, accessibility, hospitality desk).
  
- \_\_\_\_\_ Receive centerpieces and arrange them on the tables before the Convention begins;
  - Have volunteers to receive centerpieces in both registration area and opportunity drawing room Friday evening and Saturday morning.
  
- \_\_\_\_\_ Assist Host Deanery President as she awards the centerpieces after lunch on Saturday by having Hostesses deliver centerpieces to the winners.
  
- \_\_\_\_\_ Place favors on the tables, if applicable.
  
- \_\_\_\_\_ If buses are used to transport attendees to Mass, direct them to the correct doors and assist with loading and unloading buses.
  
- \_\_\_\_\_ Due to Mass timing, some hostesses will need to stay behind in order to collect banquet tickets at the doors.
  
- \_\_\_\_\_ Monitor the back of the Convention Hall to ensure that everyone can hear the speakers.
  
- \_\_\_\_\_ Check with DCCW President for special seating arrangements and location of reserved tables.
  
- \_\_\_\_\_ Be available throughout the Convention to assist if needed and see that everything runs smoothly.
  
- \_\_\_\_\_ Monitor the head table and assist the DOM/CO-DOM in supporting the speakers with set up, if needed.

- \_\_\_\_\_ As a courtesy to the speakers, Hostesses shall be seated after collecting meal tickets.
- \_\_\_\_\_ Once the Prayer Service has begun, quietly assist latecomers to a seat (at the rear of the room, if possible) to avoid unnecessary disruptions.
- \_\_\_\_\_ Contact Ways & Means Chair to ask if help is needed with opportunity drawing ticket sales and/or distributing opportunity drawing items on Sunday.
- \_\_\_\_\_ Keep accurate records of expenses, along with receipts.
- \_\_\_\_\_ Submit a final copy to Host Deanery President within two (2) weeks post-Convention.

## **CONVENTION CO-CHAIR (FIRST VICE PRESIDENT/PRESIDENT ELECT) RESPONSIBILITIES**

The Convention Co-Chair is the DCCW First Vice President/President Elect. She is in charge of the Program for the Convention. The Convention Co-Chair shall be included in pertinent meetings. She works closely with the DCCW President/Convention Chair, DOM/CO-DOM, Spirituality Commission Chair and Co-Chair, and commission and committee chairs involved in the Convention.

- \_\_\_\_\_ Provide DCCW President with advertising solicitation materials for inclusion in the 'Call to Convention' packet prior to December 30th.
- \_\_\_\_\_ Solicit advertisers for the Convention Program to help defray program printing costs.
- \_\_\_\_\_ Mail solicitation letters to previous donors, and to potential new donors.
  - If large corporations are solicited, letters should be sent in the Fall, prior to them setting their donations for the upcoming year.
- \_\_\_\_\_ Work in cooperation with Ways & Means Chair to ensure that potential donors/advertisers are only contacted by one source.
- \_\_\_\_\_ Deposit advertising monies received, using deposit slips and DCCW endorsement stamp supplied by DCCW Treasurer.
  - Give DCCW Treasurer copies of all deposited checks and deposit slips.
- \_\_\_\_\_ Obtain bids for all printing: AWARE, Evaluation, Membership Survey, Annual Report, Convention Program and WOY Keepsake Booklet.
- \_\_\_\_\_ If Mass is held at the hotel, obtain bids for Mass Program Booklet with readings and songs, prepared by the Liturgical Liaison thirty (30) days prior to Convention.
- \_\_\_\_\_ Set deadlines for collection of these annual report documents in conjunction with DCCW President's deadlines:
  - \_\_\_\_\_ Written reports from commission and committee chairs;
  - \_\_\_\_\_ DCCW Treasurer's annual financial report;
  - \_\_\_\_\_ Minutes of the past Convention from the DCCW Secretary;
  - \_\_\_\_\_ DCCW President's report;
  - \_\_\_\_\_ Deanery Presidents' reports;
  - \_\_\_\_\_ Last year's approved Convention resolutions, obtained from Parliamentarian.
- \_\_\_\_\_ Compile the Annual Report documents, and email the file to the DCCW President, Secretary, Spiritual Advisor, Deanery Presidents and their Spiritual Advisors, the Bishop, Vicar General, and three (3) copies for the file.
  - The Annual Report cover is generally the same as the Convention Program design to ensure visual consistency.
  - Email copies of the Annual Reports to all other DCCW Board members and Affiliate Presidents.
- \_\_\_\_\_ Plan, type and organize the Program Booklet including the cover, artwork, and content materials, using previous program booklets as a guide for what to include.
  - Include the welcome letters from the Bishop and DCCW Spiritual Advisor.
  - Make sure accurate photos are used.
- \_\_\_\_\_ Make copies of the Program Booklet for all Convention package A, B, and D attendees.
  - Give to Host Deanery for stuffing into the Convention bags, prior to Convention board meeting.
  - Make two (2) extra copies for file.
- \_\_\_\_\_ If Mass is not at the Cathedral, print the Mass Program Booklets (prepared by the Liturgical Liaison).

\_\_\_\_\_ With help from the WOY Chair, prepare a separate detailed Keepsake Booklet to include every WOY's full bio and photograph, organized by Deanery, to be given to every Woman of the Year at the banquet. This will be a keepsake for the WOY to take home with them.

- Give one copy to each Deanery President for their archives, make three (3) copies for the file, and one (1) copy each for the Bishop, Vicar General, Spiritual Advisor and DCCW Website Editor.
- Give Banquet Keepsake Booklets to the WOY Chair to be given to each honoree as they receive their medal.
- Place a QR code on each banquet table and on the DCCW website for attendees to access a digital version of the Banquet Keepsake Booklet to review, during or after the event.

\_\_\_\_\_ Prepare a power point display of the program for the banquet.

- If menu is to be included on the power point display, get banquet menu from DOM/CO-DOM.
- If information about the music program is to be included in the power point display, get details from the WOY Chair.
- Get a count of the number of Woman of the Year honorees, by Deanery, from WOY Chair.

\_\_\_\_\_ Serve as Co-Chair of the Credential Committee along with Convention Registration Chair.

\_\_\_\_\_ With DCCW President, prepare Evaluation Form, Summary and Membership Survey for the Convention bags.

- A copy from the previous year could be used or a new one written.
- Fold and insert into the Programs.
- Make extra copies of the Forms to be placed next to Evaluation collection baskets.

\_\_\_\_\_ Assist the DCCW President at the Convention making announcements (including location of the Prayer Room, changes in the program, location of restrooms, reminders to visit opportunity drawing and auction room, etc.)

\_\_\_\_\_ Announce winners of the Our Lady of Good Counsel awards, and provide attendees with an overview of the award, including its purpose and significance.

\_\_\_\_\_ Send a copy of Mass Program Booklet, Annual Report, and Banquet Keepsake Booklet to the Bishop's office for receipt at least two (2) days prior to Convention.

- Advance copies shall also be given to the DCCW Spiritual Advisor and Vicar General for the Archives.

\_\_\_\_\_ Promptly send a thank-you message, along with the final Convention Program (PDF), to all sponsors—including CCW members—who purchased advertisements in the program.

\_\_\_\_\_ Following Convention:

\_\_\_\_\_ Submit all receipts to the Treasurer using the DCCW reimbursement form within thirty (30) days of the end of Convention.

## AFFILIATE OF THE YEAR AWARD CHAIR COMMITTEE RESPONSIBILITIES

Past DCCW Presidents, if they agree, make up the Affiliate of the Year Committee. The Chair of the Affiliate of the Year Committee is selected by the President from past presidents currently on the DCCW Board.

The Affiliate of the Year Chair is responsible for submitting blind copies of the applications to the Committee members, tallying the votes, notifying the top three finalists, but not their position in the vote, obtaining the engraved plaque and certificates, and the presentation of the Award.

\_\_\_\_\_ By January 15th, the Chair is responsible for emailing the following materials to all Affiliate Presidents; the award criteria, cover page, application form, and sample questions to be answered on the Affiliate's application.

\_\_\_\_\_ February 1<sup>st</sup>, Nominations open.

\_\_\_\_\_ March 1<sup>st</sup> is the deadline for submission of applications (no exceptions). This should give ample time for the Committee to make an informed decision on the three winners.

\_\_\_\_\_ The Chair will assign a number to each application and submit the blind copies within one (1) week to the members of the Committee for their vote. The Chair does not have a vote as she knows the names of all the applicants.

\_\_\_\_\_ The nominee's name may only be used on the cover sheet of the application. Throughout the rest of the application, only pronouns such as "our Affiliate", etc. should be used. The entire application must be submitted together in one email. Applications that are incomplete or do not follow instructions will be disqualified.

\_\_\_\_\_ After the votes have been tallied, the Chair will notify the DCCW President and Committee members of the first, second, and third place winners.

\_\_\_\_\_ Chair will notify the top three finalists, but not their position in the vote.

\_\_\_\_\_ Chair (or her designee) is responsible for obtaining an Affiliate of the Year engraved plaque, which will be kept by the winning parish, and a second and third place certificate.

\_\_\_\_\_ Presentation of award will be given by the Affiliate of the Year Chair.

\_\_\_\_\_ Give brief explanation of the award and announce the third and second place winners before announcing the first place winner.

- Second and third place winners receive a certificate.
- First place winner receives an engraved plaque.

\_\_\_\_\_ The Chair shall give a copy of this year's Affiliate of the Year award recipients to the Secretary for inclusion in her final Convention Report.

\_\_\_\_\_ A permanent record of the award winners is kept in the Affiliate of the Year file maintained by the Chair of the Committee.

\_\_\_\_\_ Following Convention:

\_\_\_\_\_ Submit all receipts to Treasurer thirty (30) days within Convention close.

## **CREDENTIAL COMMITTEE CHAIR RESPONSIBILITIES**

The Convention Registration Chair and Convention Co-Chair make up the Credential Committee.

- \_\_\_\_\_ The Convention Registration Chair prepares the *Credential Report* & presents it at each morning business session.
  - The report states the number of attendees broken down by Packages A, B, C & D, which shall include delegates, guests, priests, religious, and the total Convention attendance.

### Our Lady of Good Counsel Award

The Convention Co-Chair is responsible for calculating the winners and presentation of the awards.

- \_\_\_\_\_ Obtain from the Convention Registration Chair a count by parish of all Package A's five (5) working days before start of Convention, to allow time to determine the winners.

- Any packages that come in after the deadline will not be considered for the Our Lady of Good Counsel award.

- \_\_\_\_\_ Credential Committee must notify the current holder of the awards and arrange for the awards to be brought to the Convention.

- \_\_\_\_\_ The Convention Co-Chair calculates the winners of the Our Lady of Good Counsel in these two categories: most miles traveled; and most attendees.

- A mission parish which has its' own women's organization, whether affiliated or not affiliated will stand alone in calculations.
    - If they do not have a women's organization, their numbers will be added to the parish that serves the mission.

- \_\_\_\_\_ To determine "most miles traveled," take the number of persons registered for Convention Package A from each parish or organization and multiply that number by the number of miles traveled one way from the Affiliate parish address to the Metropolitan Salt Lake City area.

- Miles to each parish will be calculated to "Salt Lake City area," and a permanent mileage chart is kept in the Our Lady of Good Council (OLGC) file maintained by the Convention Co-Chairperson (First Vice-President/President Elect).

- \_\_\_\_\_ "Most attendees" award is given to the parish with the most ladies registered for Package A.

- \_\_\_\_\_ Presentation of awards will be given by the Convention Co-Chair.

- Give a brief explanation of the awards and announce the third and second place winners before announcing the first-place winners.
  - Second and third place winners receive a certificate.
  - First place winners receive awards, usually a statue of Mary, plus a certificate.
  - When announcing the winners, give the final calculations for each winner, i.e. number of women, total miles traveled.

- \_\_\_\_\_ Any Affiliate who wins an award four consecutive years is entitled to keep the award.

- In the event that an award is kept by an Affiliate, the Convention Co-Chair must secure a new award prior to the next year's Convention, usually a value of \$50.00.

- \_\_\_\_\_ Convention Co-Chair shall give a copy of this year's Our Lady of Good Counsel (OLGC) award recipients to the Secretary for inclusion in her final Convention Report.

- \_\_\_\_\_ A permanent record of award winners in both categories is kept in the OLGC file maintained by the First Vice President/President Elect.

### Following Convention:

- \_\_\_\_\_ Submit all receipts to Treasurer thirty (30) days within Convention close.

## DIRECTOR OF MEETINGS (DOM/CO-DOM) RESPONSIBILITIES

The Director of Meetings (DOM) and Co-Director of Meetings (CO-DOM) are appointed by the DCCW President. This position has a term limit of three (3) years and is negotiable at the end of the term. In the best interest of coordination efforts, members of the Convention Planning Committee are requested to leave all contact with the hotel to the DOM/CO-DOM.

\_\_\_\_\_ One (1) year prior to Convention:

\_\_\_\_\_ Conduct a review of hotel options and facilities. Assess facilities for function and cost.

\_\_\_\_\_ With DCCW President, set Convention location, based on careful assessment of facilities and costs.

\_\_\_\_\_ Negotiate all contracts with the hotel.

\_\_\_\_\_ Provide the DCCW President with negotiated contract for her review and signature.

\_\_\_\_\_ Include the President Elect/Co-Chair if the contract will cover a Convention during her term.

\_\_\_\_\_ If the selected hotel offers reward points for the group booking, the contract must specify that a gift certificate, equal in value to the reward points, that will be issued to the DCCW.

\_\_\_\_\_ If the hotel does not offer reward points, request a gift certificate from the hotel as a courtesy.

\_\_\_\_\_ This gift certificate will be used as a prize in the opportunity drawing, should be given to the Ways & Means Chair.

\_\_\_\_\_ With the DCCW President, select and approve all menus.

\_\_\_\_\_ Confirm a hotel contact on-site availability throughout the Convention hours.

\_\_\_\_\_ If the DCCW President determines that Mass will be held at the hotel, the DOM/CO-DOM will include Mass accommodations in the hotel negotiations.

\_\_\_\_\_ Reserve rooms/table-space for:

\_\_\_\_\_ The Friday evening board meeting;

\_\_\_\_\_ Space for registration and registration tables;

\_\_\_\_\_ Space for poster session;

\_\_\_\_\_ General meetings;

\_\_\_\_\_ Silent auction/opportunity drawing room;

\_\_\_\_\_ Mass (if applicable);

\_\_\_\_\_ Banquet;

\_\_\_\_\_ Hospitality Suite and adjoining room;

\_\_\_\_\_ Prayer Room;

\_\_\_\_\_ Host Deanery workroom.

\_\_\_\_\_ Space for vendors, NCCW, DCCW, MDR, and any invited organizations.

\_\_\_\_\_ Obtain from Host Deanery President a list of her Convention Committee Chairs.

\_\_\_\_\_ Obtain from DCCW President a list of individuals receiving complimentary registration and hotel rooms.

\_\_\_\_\_ Obtain from the Hotel Reservations Chair, a list of all rooms needed, within a timeframe agreed upon (if applicable).

\_\_\_\_\_ If attendees are responsible for making their own hotel reservations, obtain hotel room group rate link/group code from the Hotel and provide to the DCCW President, to include in the 'Call to Convention' packet.

\_\_\_\_\_ Requests of the hotel:

\_\_\_\_\_ All overnight rooms; honor special requests and ensure Ways & Means & Registration Chair is as close to venue as possible, and Immediate Past President is assigned room adjoining the hospitality suite.

\_\_\_\_\_ All tables needed:

▪ Ask Ways & Means Chair for a list of tables needed for auction/opportunity drawing room and vendors.

▪ Obtain from DCCW President a list of tables needed by hallway exhibitors.

- \_\_\_\_\_ All equipment requested, such as microphones, audio-visual equipment, screens, piano/keyboard, steps.
- \_\_\_\_\_ Banquet centerpieces that can be provided at no cost, or a minimal cost.
- \_\_\_\_\_ Check on availability of hotel safe or make other arrangements to ensure security of all cash throughout the Convention.
- \_\_\_\_\_ Chairs for WOY ceremony as seating for hostesses and honorees awaiting their name being called to the stage.

- \_\_\_\_\_ Negotiate catering contracts and ensure catering includes;
  - Saturday Breakfast/Lunch, Saturday Banquet Dinner
  - Saturday No-Host social hour including bar set up and bartenders.
  - Banquet room will open doors to guests promptly at 630 pm.
  - Sunday Breakfast.

- \_\_\_\_\_ Obtain from Registration Chair a firm count of meals three (3) days before Convention.
- \_\_\_\_\_ Provide the hotel with an exact meal count rather than overestimating. The DCCW is financially responsible for any extra meals ordered but not used. If additional attendees arrive, the hotel can typically accommodate them as needed.
- \_\_\_\_\_ Give banquet menu to Convention Co-Chair for banquet power point display (if needed).

- \_\_\_\_\_ Give board dinner menu choices to DCCW President for Call to Meeting Letter, as applicable.

- \_\_\_\_\_ Arrange a Convention Committee planning meeting at the hotel prior to Convention.
  - Invite the following members of the Committee to attend: DCCW President, Convention Co-Chair; Ways & Means Chair, Hotel Registration Chair (if applicable), Spirituality Commission Chair and Co-Chair, the Liturgical Liaison, Registration Chair, Host Deanery President, Head Hostess.

- \_\_\_\_\_ If Mass is to be held at the Cathedral, arrange bus transportation.
  - Contact Judge Memorial High School and Madeleine Choir School.
  - If possible, arrange hotel shuttle for ladies needing special assistance who cannot climb onto the bus.

- \_\_\_\_\_ Ask the Head Hostess to provide hostesses to direct attendees to the correct doors and assist with loading and unloading buses.

- \_\_\_\_\_ Obtain from the Convention Registration Chair a list of banquet table numbers and assigned attendees with special dietary needs, along with the banquet table diagram, floor plan, and table numbering that identify these special accommodations.

- \_\_\_\_\_ With the DCCW President, review hotel bill & resolve discrepancies before approving it for payment.

- \_\_\_\_\_ Obtain a copy of the hotel evaluations from the Immediate Past President for review prior to payment of the hotel bill.

#### \_\_\_\_\_ Audio/Visual (A/V) Coordination

- Arrange for an experienced A/V person to be available throughout the Convention.
- Work with DCCW President and Commission Chairs to receive all speakers presentation materials at least 1 week before Convention.
- Schedule time for the A/V technician to rehearse with speakers and test their media formats, if needed.

## WAYS & MEANS CHAIR (SECOND VICE PRESIDENT) RESPONSIBILITIES

The Ways & Means Chair (Second Vice President) is responsible for the opportunity drawing and silent auctions at the Convention.

- \_\_\_\_\_ Appoint a committee to help with the opportunity drawing, ugly purse, and silent auction.
  - Schedule enough volunteers (contact Host Deanery if you need their assistance—how many, when, where) to keep the opportunity drawing /ugly purse/auction room open throughout the Convention.
  
- \_\_\_\_\_ Secure a special opportunity drawing item (i.e., quilt) for the next Convention immediately following the current event. A budget of up to \$250.00 is available for this purchase as a Convention expense.
  
- \_\_\_\_\_ DCCW will provide \$100 cash prize as an opportunity drawing item. Confirm with Treasurer where cash payment will come from.
  
- \_\_\_\_\_ Contact the Deanery Presidents three (3) to four (4) months in advance to secure opportunity drawing and auction items from each Affiliate.
  - Provide this information to DCCW President for inclusion in the ‘Call to Convention’ packet, prior to December 30th.
  
- \_\_\_\_\_ Give Deanery Presidents a deadline to notify the Ways & Means Chair about their donations.
  - The Ways & Means Chair shall decide whether an item is used for the regular opportunity drawing, or the silent auction.
  
- \_\_\_\_\_ Solicit major prizes from other sources as well. (i.e. theatres, symphonies, businesses, eateries/restaurants, spas, resorts, sports teams, etc.)
  - Remember to use DCCW letterhead with written requests.
  - Keep in mind; large corporations set their charitable giving by Fall of the previous year.
  
- \_\_\_\_\_ Coordinate with Convention Co-Chair to ensure that potential donors/advertisers are only contacted by one source
  - Provide Co-Chair with donors’ names for Convention Program Booklet printing and thank-you banners.
  - Make 2-3 extra large paper banners to display in the Auction Room and Convention Hall, thanking corporate donors.
  
- \_\_\_\_\_ Solicit and arrange for three (3) vendors.
  - The Carmelite Nuns;
  - Magdalene Religious Goods & Immaculate Heart Religious Goods and Gifts (alternate if possible); and one nonprofit - for example, Rural African Crafts, Beads for Life, etc.
  - Foyer exhibitors: Diocesan Office of Disabilities, Catholic Community Services (usually contacted by DCCW President).
    - The DCCW President must approve all vendors.
  
- \_\_\_\_\_ Ask vendors to contribute door prize(s) or opportunity drawing item(s).
  - This is in lieu of a percentage of sales.
  - Check with vendors if they have tickets and collection container for their door prize. Provide if needed.
  
- \_\_\_\_\_ Notify the DOM/CO-DOM of the number of auction/opportunity drawing and vendor tables needed.
  - Usually, opportunity drawing, ugly purse (narrow tables work well for this), and silent auction use twelve to twenty(12-20) tables; vendors use two (2) to three (3) each.
  
- \_\_\_\_\_ Ask for change and money boxes from the DCCW Treasurer in advance of the Convention. (more \$5, \$10, and \$20 dollar bills, than \$1 bills.)
  - Be prepared for plastic, electronic pay via the “square”. The Treasurer will provide - you will need cellphone or tablet (& charging cord) to generate the transactions.
  - Only trained volunteers may use the “square”.

- \_\_\_\_\_ Get opportunity drawing tickets (8,000 or more if needed at start of Convention) to sell at the Convention and containers to put them in.
  
- \_\_\_\_\_ Set up tables in the Convention Hall to display opportunity drawing, ugly purse and silent auction items throughout the Convention, along with signage, ugly purse and silent auction bidding sheets, and opportunity drawing ticket collection bags.
  - Set opening bid and increments of increase on silent auction bidding sheets .
    - Keep it simple, fair and affordable and fun to encourage bidding.
  - Ugly purse opening bid is set at \$25.00 with varying increments of increase.
  
- \_\_\_\_\_ Periodically during the Convention, turn over excess money to the DCCW Treasurer.
  - DCCW Treasurer is responsible for the security of all cash.
  - Keep your own tally of monies turned over to Treasurer.
  
- \_\_\_\_\_ Run the vendors' door prizes give away, if applicable, generally held on Sunday.
  - The method of selection and distribution of prizes are at the discretion of the Ways & Means Chairperson.
  
- \_\_\_\_\_ Run the opportunity drawing and announce the ugly purse and silent auction winners at the close of Convention.
  - Attach ticket to the item.
  - Opportunity drawing tickets are drawn in the silent auction room after it closes and attached to the numbered bag in order to save time;
  - One member of each Deanery will assist with the drawing of the tickets;
  - When announcing winners' alternate opportunity drawing bags, silent auction and ugly purse (save quilt to end);
  - Treasurer needs to be in the auction room to collect payments.
  - Secure additional volunteers to assist the treasurer with item payment and pickup.
  
- \_\_\_\_\_ Prepare tally sheets (item number and description, amount of bid, and paid column) for ugly purse and silent auction items for ease of record keeping at pick up.
  
- \_\_\_\_\_ Immediately following the adjournment of the Convention, all monies collected from the opportunity drawing and silent auction will be turned over to the DCCW Treasurer.
  - Together, Ways & Means Chair and Treasurer verify total monies acquired.
  
- \_\_\_\_\_ Send 'thank-you' notes to all vendors and supporting donors.
  
- \_\_\_\_\_ Following Convention:
  - \_\_\_\_\_ Submit all receipts to Treasurer thirty (30) days within Convention close.

## CONVENTION REGISTRATION CHAIR RESPONSIBILITIES

The Convention Registration Chair (someone with good computer expertise and organizational skills) will be appointed by the DCCW President. She works closely with the DCCW President, Hotel Reservations Chair (if applicable), Convention Co-Chair, Woman of the Year Chair, Scholarship Chair, and the DOM/CO-DOM.

- \_\_\_ Provide DCCW President with revised Convention registration form, prior to December 30th.
- \_\_\_ Stipulate all WOY's family and guests are to be listed on a separate WOY registration form.
- \_\_\_ Accept all registration forms.
- \_\_\_ Keep accurate account of all registrations, including package type, special dietary needs, first-time attendees, Religious, Scholarship, comps, and Throw Down Challenge winners for Package A & B from the previous year.
- \_\_\_ Date stamp all registration forms. The date received determines banquet seating.
- \_\_\_ Photocopy all Convention checks received.
- \_\_\_ Notify WOY Chair immediately if any "Woman of the Year" information forms are mistakenly submitted with their Convention registration.
- \_\_\_ Verify with Cathedral CCW President that the Cathedral Pastor is registered for the banquet.
- \_\_\_ Deposit monies received, using deposit slips supplied by DCCW Treasurer.
  - Give DCCW Treasurer copies of all deposited checks with attached deposit slip.
  - All checks are to be stamped (DCCW stamp available) or have a handwritten endorsement.
- \_\_\_ Form a committee to assist with preparing the registration packets and staffing the Convention registration desk.
  - To ensure a faster and smoother check-in process, each deanery is encouraged to provide two ladies to help at the registration table, as they will be familiar with attendees from their area.
  - It is recommended to contact the Host Deanery to recruit volunteers for the registration table.
- \_\_\_ Direct Convention registration table volunteers to distribute corsages to the Women of the Year, (which are ordered by Woman of the Year Chairs) and Golden Rose recipients (ordered by the Chair of the committee). The following corsages are ordered (by the WOY Chairs, page 26) if requested by the DCCW President: Province Director, NCCW officers, and any others she designates.
- \_\_\_ Make name badges for Convention attendees, which must include parish name.
  - DCCW Treasury will pay for name badge inserts and holders.
  - Other expenses must be approved by the DCCW President.
- \_\_\_ On the name tags, big and bold, on a separate line, the name registrant prefers to be addressed by, with last name and parish in smaller type and underneath the first name on separate lines.
- \_\_\_ Obtain ribbons for DCCW Officers, Immediate Past President, Past DCCW President, First-Time Attendees, Spiritual Advisor, Board Members, Parliamentarian, and Convention Committee (Convention expense: turn in receipts).
  - Provide a list of Past Presidents attending the general session to the DCCW President.
- \_\_\_ Print meal tickets and special diet meal tickets.
- \_\_\_ Arrange for assembly of registration packets.
- \_\_\_ Obtain from DCCW President a list of all comps.

- \_\_\_ Obtain from Scholarship Chair a list of all scholarship recipients.
- \_\_\_ Serve as Co-Chair of the Credential Committee along with the Convention Co-Chair.
- \_\_\_ Deliver the Credential report during the morning business sessions at the Convention.
  - Give copy of daily reports to Secretary.
- \_\_\_ Give a count of all the parishes for Package A to the Convention Co-Chair five (5) working days before the start of Convention to facilitate the Our Lady of Good Counsel Awards.
- \_\_\_ Forward a list of all registrants and packages for each affiliate to Leadership Commission Chair five (5) days prior to Convention, necessary to determine Throw Down Challenge winners for Pkg. A and Pkg. B.

**Banquet Responsibilities:**

- \_\_\_ Assign banquet seating based on date the registration was received.
  - Strive to accommodate requests for Women of the Year's guests to be seated together.
- \_\_\_ Obtain from Immediate Past President a list of people to be seated at the head table for the banquet.
  - Must be done two (2) weeks prior to banquet.
- \_\_\_ Obtain from DCCW President any guests needing special seating.
  - Must be done two (2) weeks prior to the banquet.
- \_\_\_ Print table number assignment on attendees' banquet meal ticket or name badge.  
Use different ticket colors to indicate meal choices (meat, fish, vegetarian).
- \_\_\_ Coordinate with DOM and copy the CO-DOM for the diagram of banquet tables, floor plan, and table numbering. (hotel provides the table numbers).
- \_\_\_ Email hotel with table diagram and table numbers five (5) days prior.
- \_\_\_ Advise DOM/CO-DOM and hotel of table numbers where special dietary needs are seated.
  - Needs to be done one (1) week prior to banquet.
- \_\_\_ Notify the DOM and copy the CO-DOM three (3) days before Convention with the final count on meals.
  - No money or reservations will be taken the evening prior to or the evening of the banquet.
  - Banquet registration refunds will not be issued within five (5) days of the Convention..
- \_\_\_ Give DCCW Spiritual Advisor a list of all priests, deacons and religious attending the banquet at the Friday evening DCCW board meeting.
- \_\_\_ Give AWARE editor an alphabetic copy of attendees, to allow for sending it to those who didn't receive it at Convention.
  - If possible, sort by Deanery.

**Following Convention:**

- \_\_\_ Submit all receipts to Treasurer thirty (30) days within Convention close.

## DCCW TREASURER RESPONSIBILITIES

The DCCW Treasurer is part of the Convention Committee. She is responsible for all Convention revenue and bills and for security of all cash boxes during the Convention. She works closely with the Ways & Means Chair, Convention Registration Chair, and Hotel Registration Chair (if applicable).

- \_\_\_\_\_ Promptly deposit all monies received.
- \_\_\_\_\_ Instruct Convention Co-Chair, Convention Registration Chair and Hotel Reservation Chair (if applicable) on the method for handling monies they receive.
  - After these Chairs make copies of all checks received, they will deposit monies into the DCCW checking account using deposit slips provided by the DCCW Treasurer and then hand deliver or mail copies of the deposit backup promptly to DCCW Treasurer.
- \_\_\_\_\_ Pay Convention invoices and requests for reimbursement as soon as they are received.
- \_\_\_\_\_ Prior to the winter board meeting, if Mass is to be at the Cathedral, verify with the Cathedral Office of Liturgy whether we will be able to have a DCCW collection.
  - Arrange preparation of envelopes to be placed in each Convention bag. Prepare envelopes for Convention Mass collection and give to Convention Host Deanery President to be added to the Convention bags.
  - Ensure this is announced several times during the day of Mass.
  - Prepare and deliver additional special DCCW collection envelopes to the Office of Liturgy one (1) week prior to the Convention, if applicable.
  - The Treasurer is responsible for obtaining the Mass collection: coordinate with Cathedral personnel. Coordinate with Cathedral personnel to obtain monies from the Mass collection.
- \_\_\_\_\_ Write checks for:
  - Keynote speaker's honorarium - give to DCCW President just before the start of Convention;
  - Pay keynote speaker(s) & commission speaker's fees, honorariums, & expenses, out of the General Fund; then transfer from Speaker's Fund back to General Fund.
  - Commission workshop speakers - give to respective commission chairs just prior to the start of the Convention.
  - Monetary gifts for the Bishop and DCCW Spiritual Advisor.  
Receive a copy of the hotel invoice from the DOM/Co-DOM after it has been reviewed and approved by both the DOM/Co-DOM and the DCCW President. Prepare and issue payment to the hotel by the specified due date.
- \_\_\_\_\_ Send check(s) to Host Deanery for monetary Convention bag donations received from Affiliates, at an agreed upon timeframe.
- \_\_\_\_\_ Determine from Scholarship Chair the total amount of scholarships awarded.
  - Transfer this amount from the Scholarship account to General Funds.
- \_\_\_\_\_ If requested by the Host Deanery President, provide financial assistance from DCCW's "Host Deanery" account, making sure that all requirements specified in the DCCW's Standing Rules are complied with.
- \_\_\_\_\_ Supply money boxes and change for the opportunity drawing room, and any others as needed (i.e., book or CD sales tables).
- \_\_\_\_\_ Secure "The Square" electronic pay for credit cards. Instruct in use. Limit number of trained volunteers and devices used.
- \_\_\_\_\_ Check with DOM/CO-DOM for availability of hotel safe or make other arrangements to ensure security of all cash throughout the Convention.
- \_\_\_\_\_ Periodically pick up excess money from opportunity drawing room cash boxes and transfer to hotel safe.
  - Have Ways & Means Chair or her designee verify amount of money that is removed.
  - For security purposes, have someone accompany you when transporting money.

- \_\_\_\_\_ The Treasurer needs to be in the auction room to collect payment when attendees are picking up the items they won.
- \_\_\_\_\_ Count opportunity drawing, ugly purse, and silent auction income with the Ways & Means Chair present, immediately following Convention adjournment.
- \_\_\_\_\_ At the conclusion of the Convention, issue a donation check in the amount of \$500 for Mass bus transportation.
- \_\_\_\_\_ Prior to June board meeting contact all who may have incurred expenses to submit receipts.
- \_\_\_\_\_ Prepare a final Convention Financial Report for distribution and review at the June DCCW Board meeting.
  - Include all monies received, monies paid out, and transfers between accounts.
  - Provide a copy to the DCCW Secretary for her final packet.

## HOTEL RESERVATION CHAIR RESPONSIBILITIES

The Hotel Reservation Chair is appointed by the Convention Chair. She is responsible for hotel reservations coming in by mail and coordinating these with the DOM/CO-DOM. The Hotel Reservation Chair always works through the DOM/CO-DOM, not the hotel. *This position will be activated if the DCCW is responsible for managing the hotel registration process.*

\_\_\_\_\_ Provide DCCW President with revised hotel registration form, prior to December 30th.

\_\_\_\_\_ Receive all hotel reservation forms and money.

\_\_\_\_\_ Date stamp all hotel reservation forms.

\_\_\_\_\_ Photocopy all hotel reservation forms and checks.

- Write check number and amount on original reservation form.
- Bring hotel reservation forms to Convention in case of discrepancies.

\_\_\_\_\_ Endorse and deposit monies received, using deposit slips supplied by DCCW Treasurer.

- Give DCCW Treasurer copies of all deposited checks.

\_\_\_\_\_ Obtain from DCCW President a list of all complimentary rooms.

\_\_\_\_\_ Obtain from Scholarship Chair a list of scholarship recipients.

\_\_\_\_\_ DOM/CO-DOM Maintain a complete rooming list of all reservations, to include paid reservations, and comps.

- Make sure to include rooms for DCCW President, First VP-President Elect, DCCW Spiritual Advisor, and guests of DCCW.
- Immediate Past President - will be assigned to the adjoining room to the hospitality suite at her own expense based on the standard Convention room rate.
- Make sure all special room requests are noted, especially Ways & Means Chair and Registration Chair if requested, as they need quick access to venue.

\_\_\_\_\_ Forward a complete rooming list to the DOM/CO-DOM within a time frame agreed upon.

\_\_\_\_\_ Report any cancellations immediately to the DOM/CO-DOM.

\_\_\_\_\_ Following Convention:

\_\_\_\_\_ Submit all receipts to Treasurer thirty (30) days within Convention close.

## WOMAN OF THE YEAR CHAIR RESPONSIBILITIES

The Woman of the Year Chair (WOY) is appointed by the DCCW President and is responsible for all aspects of the Woman of the Year Awards. This position has a term limit of three (3) years and is negotiable at the end of the term. This is a special life-time achievement event for these women and their guests. As such, we must do all we can to assure all women are treated with honor and respect throughout the award presentation.

DCCW assumes the cost of the award, such as Our Lady of Good Counsel medals and corsages.

\_\_\_\_\_ Prepare a WOY packet to give the DCCW President to include in the 'Call to Convention' packet, by December 30th, to explain the Woman of the Year presentation. It should contain all necessary forms and rules.

- Include suggestions on how to select the Woman of the Year.
- Include a hard deadline date and the fact that a brief resume (bio) of their honoree must be included when they submit her name, to be read at the time of the presentation.
  - If resume is over 100 words, the WOY Chair will edit the resume.
  - Information and bio must be submitted by the deadline – No exceptions.
    - If not submitted by the deadline, it will not be included in the Convention Program Booklet and the Banquet Keepsake Booklet.

\_\_\_\_\_ Explain in the letter that the WOY bio should be sent directly to the WOY Chair. A photograph of the WOY should be sent electronically directly to the Convention Co-Chair for inclusion in the WOY Keepsake Booklet.

\_\_\_\_\_ Explain in the letter that the picture of all WOY honorees will be taken at the Cathedral immediately following the Mass on Saturday, as applicable.

\_\_\_\_\_ Order awards and engrave them with 'DCCW Woman of the Year' and the date.

- Provide Our Lady of Good Counsel prayer cards, a doily, or something special.
- The Bishop presents the awards at the banquet, with help from the DCCW Spiritual Advisor.

\_\_\_\_\_ Order corsages for the Women of the Year, and if requested by the DCCW President, for the Province Director, other NCCW officers in attendance, and any others she designates.

- Corsages for Province Director, NCCW officers in attendance, and others will be at the discretion of the DCCW President.

\_\_\_\_\_ Give corsages to Convention Registration Chair for distribution during check-in.

\_\_\_\_\_ Give name of co-presenter to DCCW President and Convention Co-Chair for inclusion in Convention Program and banquet power point display.

\_\_\_\_\_ Check with the Registration Chair in case some Woman of the Year names and resumes were mistakenly sent in with the Convention registrations.

\_\_\_\_\_ Make a list of all Woman of the Year honorees by parish or organization along with the resumes, so the presentation will run smoothly.

- Keep script in binder.
- Practice - call if correct pronunciation is needed.
- Read only one or two bullet points from the bio (no personal remarks).
- Any script handed to WOY hosts during the ceremony will not be read (in addition to the bio).

\_\_\_\_\_ Send the list only (not the resumes) to the Convention Co-Chair to be included in the Convention Program Booklet.

\_\_\_\_\_ Send a count of the number of Woman of the Year honorees, by Deanery, to the Convention Co-Chair for the banquet power point display. Meet the WOY at the cathedral immediately following mass.

\_\_\_\_\_ Assist the Convention Co-Chair in preparing a separate Keepsake Booklet to include every WOY's full biography and picture, by Deanery, to be given to every Woman of the Year. This will be a keepsake for the WOY to take home with them. One (1) copy will be given to each Deanery President for their archives, three (3) copies for the file, and one (1) copy each for the Bishop, Vicar General, Spiritual Advisor and DCCW Website Editor.

\_\_\_\_\_ Contact Intermountain Catholic representative with instructions to meet the Women of the Year at the cathedral immediately following mass, as applicable.

\_\_\_\_\_ Plan a music program to conclude the presentation of the awards honoring all WOY.

- The song should relate to the honor and gratitude being shown to these women of faith.
- Any stipend for live musicians needs the approval of the DCCW President.  
Give music program information to the Convention Co-Chair for inclusion in the power point display.
- Consult with DOM/CO-DOM for AV requirements for the music program.

\_\_\_\_\_ Consult with DOM/CO-DOM about chairs for the front where WOY honorees can sit prior to their name being called to the stage.

\_\_\_\_\_ Prior to the banquet, meet with the Deanery Presidents to explain their awards ceremony duties.

\_\_\_\_\_ Arrange to have a Host Deanery hostess at each stair of the presentation platform.

- Ask DOM/CO-DOM to have chairs available for them to sit during the presentation.

\_\_\_\_\_ The award presentation shall begin promptly after the head table has finished their meal.

\_\_\_\_\_ During the awards ceremony, each honoree will be given a medal and a Banquet Keepsake Booklet.

\_\_\_\_\_ Following Convention:

\_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of Convention end.

- If prepayment by the WOY Chairperson for medals and corsages is prohibitive, arrangements can be made with the Treasurer for an advance to cover these costs.

## SPIRITUALITY COMMISSION CHAIR RESPONSIBILITIES

The Spirituality Commission Chair (SC) and Co-Chair are in charge of planning and coordinating the Convention Board meeting/Prayer Service (usually held the evening before the Convention convenes), the morning praise and closing prayer at the Convention, and the Prayer Room.

The Spirituality Commission Chair and Co-Chair work closely with the DOM/CO-DOM, Convention Chair and Co-Chair, and the Liturgical Liaison (LL).

- Even numbered years, with DCCW President, obtain Workshop speaker.
- In Absence of Liturgical Liaison, Spirituality Commission Chair and Co-Chair assumes the Liturgical Liaison responsibilities.

\_\_\_\_\_ Thirty (30) days before the Convention, give the following materials for all prayer services to the Convention Co-Chair, if it is to be included in the program:

- Prayer services scripts;
- Music;
- Copyright information;
- Readings;
- Other items, such as an eternal candle, ciborium, rosary, etc.

\_\_\_\_\_ Arrange for music for the prayer services.

- The cost of hiring musicians or singers must have prior approval of the DCCW President and Finance Committee.
- Consult with DOM/CO-DOM for AV requirements for music (mics., piano, etc.)
- If approved, such expenses will be paid from Convention funds.

\_\_\_\_\_ Make all physical arrangements for the Prayer Room, to include a basket for intentions which is offered at Mass, and items such as candles, music, books, flowers, pictures, banners and statues that add to the atmosphere of the Prayer Room.

- Responsible for transport of Prayer Room intention basket to and from Cathedral Mass, if applicable.
- Contact the DCCW Spiritual Advisor;
- Thirty (30) days before the Convention, to confirm delivery/transportation of the tabernacle and the Host for adoration.
- Ten (10) days before the Convention, send follow-up reminder, and confirm the tabernacle and Host logistics.
- Three (3) days before the Convention; ensure delivery/transportation of the tabernacle and Host is on schedule for the adoration space. Ensure a prominent table is ready in the prayer room for the tabernacle.

\_\_\_\_\_ Make all physical arrangements for the spiritual table (décor, statue, bible, flowers, candles, etc.) in front of the head table, and speaker podium.

\_\_\_\_\_ Contact the DOM/CO-DOM to ensure that she has made arrangements with the hotel for:

- The Prayer Room, to be located on the same floor as the Convention;
- Any AV equipment needed;
- Any physical arrangements needed for the spiritual table in front of the head table.

\_\_\_\_\_ If Mass is held at the hotel, prepare a script for the Prayers of the Faithful for the Mass.

- Prayers will be presented by the DCCW Commissions Chairpersons during Mass.

\_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of Convention's end.

## LITURGICAL LIAISON (MASS COORDINATOR) RESPONSIBILITIES

The Liturgical Liaison (LL) handles all arrangements for the Convention Mass. In the absence of a Liturgical Liaison, the Spirituality Commission Chair and Co-Chair are responsible for these duties. Every attempt will be made to have Mass at the Cathedral of the Madeleine.

\_\_\_\_\_ May include DCCW officers, Deanery Presidents and invited guests (NCCW officers or Province Director) in special parts of the Liturgy such as Presentation of the Gifts, Readings (invited and chosen from Commissioned lectors who are DCCW members, by the DCCW President), etc.

- Usually, Deanery Presidents do the Presentation of the Gifts.
- If Mass is held at the hotel, usually the Commission Chairs read the Mass Intentions (prepared by the Spirituality Commission Chair and Co-Chair.)

\_\_\_\_\_ Keep the main Celebrant and Homilist informed about the liturgical preparations, Convention theme, music, readings, etc. (If Mass is at the Cathedral, the Cathedral decides the music.)

- The Bishop, assisted by a Deacon, is usually the main Celebrant and Homilist at Mass.
- Includes: Vicar General, Vicar General Emeritus; Spiritual Advisor, Cathedral Pastor.

\_\_\_\_\_ Reserve seats at Mass for Liturgical Ministers and gift bearers. Specific to location needs.

\_\_\_\_\_ Advise the DCCW President of any special announcements which need to be made relative to attending Mass at the Cathedral.

### Mass at the Cathedral of the Madeleine:

\_\_\_\_\_ Mass at the Cathedral is organized through and with the Office of Liturgy and Music at the Cathedral. It is not necessary to provide ushers, intercessors, communion ministers or flowers.

\_\_\_\_\_ Work with the Cathedral Office of Liturgy to organize lectors and gift bearers for the Mass.

\_\_\_\_\_ Liturgical Liaison and Spirituality Chair needs to take the basket of intentions from the Prayer Room to be presented at Mass at the Cathedral.

### Mass in a local church:

\_\_\_\_\_ If the Convention Mass is celebrated in a local church, liaise with the Parish Liturgical Coordinator and/or Pastor.

\_\_\_\_\_ Seek permission of the Pastor to have a special collection at Mass, and determine how the money will be collected, counted and presented to the DCCW.

### Mass at a hotel:

The Liturgical Liaison (LL) will coordinate all aspects of Mass in a hotel. Planning the Mass in a hotel involves much more preparation.

\_\_\_\_\_ If Mass is held at the hotel, compile the Mass Program Booklet with readings and songs.

- Thirty (30) days before Convention, give to Convention Co-Chair so she can arrange for printing.

\_\_\_\_\_ Schedule all rehearsals for the Convention Mass.

\_\_\_\_\_ If the Board chooses to take a collection during Mass, arrange for the collection and the collection baskets.

### Prior to Convention

\_\_\_\_\_ Establish contact with the Host Deanery and remind them of their liturgical duties for Mass at the hotel which include:

- Work under the direction of the Liturgical Liaison.
- Greet at Mass/hand out programs.
- Ensure that ushers can be clearly identified.
- Take collection, if applicable.
- Hand gifts to Gift Bearers, including prayer intentions from the Meditation room.
- ‘Usher’ Communion traffic as directed by the LL.
- Pick up and dispose of any copies of programs left after Mass.
- Provide altar flowers and take flowers to banquet room after Mass.

### At the Convention

- Announce meeting/rehearsal times for liturgy participants and Host Deanery at the close of the afternoon session.

### Immediately Before Mass

- Ensure that printed materials are distributed by the Host Deanery ushers prior to Mass.

\_\_\_\_\_ Welcome the congregation and give instructions to help Mass run smoothly including:

- Collection details;
- Communion arrangements;
- Invite the congregation to keep the programs at the end of Mass or return them to an usher at the back of the room.

## IMMEDIATE PAST PRESIDENT RESPONSIBILITIES

The Convention Board meeting 'social' chairperson will be the Immediate Past President (IPP) of the DCCW. She is responsible for Installation of new officers in an election year, or Rite of Commitment in a non-election year.

\_\_\_\_\_ Organize the Friday evening social, pre-Convention Board meeting and Saturday post banquet social:

- If desired, form a committee of Past Presidents to help organize the social.
- Provide food and drinks for the socials.
  - Ask Past Presidents/Officers/Commission Chairs to bring food and drinks.
- Saturday post banquet uses all leftover food and drink.
- Responsible for clean up after socials (Fri & Sat).

\_\_\_\_\_ Determine and obtain a gift (even numbered years only) to be given to the outgoing DCCW President.

- Determine an appropriate time during the Convention for presenting the gift, usually after officers installed.
- Funds for the gift will be taken from the DCCW Treasury (up to \$50.00).

\_\_\_\_\_ Function as Protocol Chair and follow the guidelines that are found in the NCCW Protocol booklet (and common practices of our DCCW).

\_\_\_\_\_ Be responsible for all head table seating arrangements and apprise DOM/CO-DOM of any tables that are needed for special guests or Installation /Rite of Commitment ceremonies.

\_\_\_\_\_ Distribute copies of the seating chart to all those seated at the head table as well as Head Hostess and DOM/CO-DOM.

\_\_\_\_\_ Two (2) weeks prior to Convention, provide Convention Registration Chairperson a list of people to be seated at the head table for the banquet.

\_\_\_\_\_ Provide place cards for the head table and place them at the beginning of each session and the banquet.

- Assure that place cards are legible from a distance, with correct titles.
  - If possible, use Convention logo.

\_\_\_\_\_ If available, display the DCCW Banner (with stand) by the head table, if hotel room setup permits.

\_\_\_\_\_ Installation Ceremony (DCCW Elected Officers - *even years*)

- With help from the Nominating Committee, organize the Installation Ceremony.
- Choose an Installation Ceremony.
- Make copies for all involved.
- Obtain supplies.
- Prepare Incoming Officers for the Ceremony.
  - Depending on the Ceremony, outgoing Officers may be involved.
- Meet with installation participants sometime before the Ceremony to practice and make sure they will be participating.
- Arrange for the DCCW Spiritual Advisor to install the new officers at a designated time.
  - Province Director and NCCW officer should be invited to participate as well.

\_\_\_\_\_ Rite of Commitment (Non-Election Year - *odd years*)

This ceremony is performed at a designated time in a non-election year. It is for the DCCW President, Elected Officers and Deanery Presidents to renew their commitment and dedication to the Diocesan Council of Catholic Women.

- Obtain supplies for the DCCW Officers and each Deanery President.
- Arrange for the DCCW Spiritual Advisor to assist in the Rite of Commitment.
  - The Province Director and NCCW officer(s) may also assist.
- Give copies of the Rite of Commitment to the participants and Celebrant and explain their roles.

- \_\_\_\_\_ Collect the Evaluation Forms and Membership Surveys at the conclusion of the Convention.
- \_\_\_\_\_ Compile a summary of the Evaluations, to be given at the June board meeting.
- \_\_\_\_\_ Complete the hotel evaluation portion as soon as possible and give to DCCW President and DOM/CO-DOM for their review prior to payment of hotel bill.
- \_\_\_\_\_ Email the complete Evaluation Summary to the board prior to the June board meeting.
- \_\_\_\_\_ Provide a copy of the Summary to the Convention Chair & Secretary, for her final report, along with three (3) copies of the Program Book, Banquet Keepsake Booklet, evaluation and membership survey provided by Co-Convention chair, 1<sup>st</sup> Vice President.
- \_\_\_\_\_ Following Convention:
  - \_\_\_\_\_ Submit all receipts to Treasurer thirty (30) days within Convention close.

## DCCW SECRETARY

- \_\_\_ Confirm emails for 'Call to Convention' packet.
- \_\_\_ During Convention, present a statement of the DCCW Board of Directors approval of previous year's Convention minutes.
- \_\_\_ Takes minutes of current Convention (banquet excluded).
- \_\_\_ Use the 'Dates to Remember' flyer (deadline notice) in the 'Call to Convention' packet, send Deanery and Affiliate Presidents a reminder as due dates get close.
- \_\_\_ Print items for the NCCW table, after coordinating with Province Director (applications, NCCW Convention flyer, etc.).
- \_\_\_ Print items as requested/needed for the Friday evening DCCW Board meeting.
- \_\_\_ Prepare final Convention packet for DCCW President and Secretary files.
- \_\_\_ Include the following items in the packet:
  - Samples of all forms;
  - Convention program booklet;
  - Registration credentials;
  - Scholarship report (statistics only – no names);
  - Resolutions;
  - Convention Financial Report, compiled and presented by the DCCW Treasurer;
  - Evaluation Form Summary compiled and presented by the Immediate Past President;
  - Annual Report packet;
  - Copy of Our Lady of Good Counsel award recipients (obtained from Convention Co-Chair);
  - Names of Throwdown Challenge winners;
  - Golden Rose Award recipient (obtained from Golden Rose Award Chair)
  - Affiliate of the Year Award recipients (obtained from Affiliate of the Year Award Chair)
  - Recommendations for the next year's Convention;
  - Suggestions for revising the Convention Guidelines.
- \_\_\_ Request written reports from pertinent chairs to complete your final packet.
- \_\_\_ Following Convention:
  - \_\_\_ Submit all receipts to Treasurer within thirty (30) days of Convention end.

## DCCW PARLIAMENTARIAN RESPONSIBILITIES

The DCCW Parliamentarian is responsible for preparing and presenting the Resolutions at the Convention. She is the official timekeeper at the Convention.

- \_\_\_\_\_ Provide a copy of the approved Resolution(s) from the previous year's Convention to the Co-Chair at least thirty (30) days before Convention to be included in the annual report.
- \_\_\_\_\_ Write a maximum of five (5) proposed Convention Resolution(s), based on the DCCW Convention theme, all speaker presentations, as well as any NCCW Convention resolutions.
  - If possible, have a committee to assist in preparation and review.
- \_\_\_\_\_ Request from DCCW President bullet points of keynote and any special guest speaker's presentation for use in preparing Resolutions.
- \_\_\_\_\_ Request from Commission Chairs bullet points of presentation for their speakers for use in preparing Resolutions.
- \_\_\_\_\_ Print enough copies of the proposed Resolution(s) and give to the Convention Bags Chair by Friday, before the Convention board meeting, so that they may be included in the bags.
- \_\_\_\_\_ Read the proposed Resolutions at the Convention and motion for approval.
- \_\_\_\_\_ As timekeeper, notify all speakers of their allotted time.
  - Ask how and at what intervals they would like to be warned.
- \_\_\_\_\_ Signal speakers at agreed upon warning time and when their time is up.

## DCCW COMMISSION CHAIR RESPONSIBILITIES

DCCW Commission Chairs rotate each year planning the Convention workshops. Two Commissions are usually spotlighted every year at the Convention.

2025 (Odd years): Leadership and Legislative

2026 (Even years): Spirituality and Service

Workshop Commission Chairs work closely with the DCCW President, Convention Co-Chair, and DOM/CO-DOM.

- \_\_\_\_\_ Work with the DCCW President to seek approved speakers relevant to the featured commissions.
  - The DCCW President (with the Advisory Board and Finance Committees' approval) will advise the amount of the Commission speakers' honorariums.
  - Obtain resumes from all speakers so pertinent information can be shared with the DCCW President to obtain approval, used in advertising, and included in their introduction.
  
- \_\_\_\_\_ After the DCCW President has obtained Diocesan approvals, send formal invitation letter to commission speakers.
  - Offer approved stipends to the speakers.
  - Request vitae to be used in 'Call to Convention' packet.
  - Obtain bullet points of speaker's presentation (minimum of three (3) weeks prior to Convention) to share with Parliamentarian to write pertinent resolutions.
  
- \_\_\_\_\_ Determine if any special equipment is needed by the speakers (i.e. audio-visual equipment, etc.)
  - Request any special equipment needed through the DOM/CO-DOM.
  
- \_\_\_\_\_ Forward correct spelling of speakers' names to the Immediate Past President before Convention for name place cards.
  
- \_\_\_\_\_ Introduce speakers to the attendees at the beginning of their presentation.
  
- \_\_\_\_\_ Obtain stipend checks from the DCCW Treasurer before the Convention.
  
- \_\_\_\_\_ Write 'thank you' notes to present to the speakers with the stipend check at the conclusion of their presentation.

### ADDITIONAL COMMISSION CHAIR RESPONSIBILITIES (ANNUALLY)

Spirituality Chair Annual Responsibilities: (See page 28 for details regarding responsibilities.)

Service Chair Annual Responsibilities:

- \_\_\_\_\_ By December 30<sup>th</sup>, notify DCCW President if you want to request special donation items (in line with current service project) from the Affiliates to be brought to Convention.
  
- \_\_\_\_\_ Arrange with DOM/CO-DOM for tables to place donated items.
  
- \_\_\_\_\_ Set up procedure to organize receipt of donations: i.e., signs, boxes.
  
- \_\_\_\_\_ Responsible for gathering an equal dispersion amongst Deaneries (if applicable) of Convention collection items (i.e., rosaries, eyeglasses, socks, canned goods, personal hygiene items, pop tops, etc.)
  - Remind Affiliate Presidents throughout the year of needed items.
  
- \_\_\_\_\_ Coordinate volunteers to pick up and deliver items to appropriate recipients.

Leadership Chair Annual Responsibilities:

\_\_\_\_\_ By December 30<sup>th</sup>, provide updated ‘Poster Session’ flyer and ‘Throw Down Challenge’ flyer for ‘Call to Convention’ packet to DCCW President and Convention Chair.

\_\_\_\_\_ Responsible for organizing and implementing the Throw Down Challenge.

\_\_\_\_\_ Throw Down Challenge Guidelines:

- Five (5) days prior to Convention, obtain [list of registrants by parish](#) from Convention Registration Chair for determining Throw Down Challenge winners of Pkg A and Pkg B.
- For each increase in registrations for Package A and Package B compared to the previous year, the Affiliate’s name will be entered into a drawing.
  - For example, if an Affiliate increases their Package A registrations by three (3), their name will be entered three (3) times in the Package A drawing. If the increase is by two (2), their name will be entered twice. The same rules apply for Package B.
- Drawings will be held during the Saturday session (typically around the same time as the OLGCA awards). The winning Affiliate(s) will be presented with a certificate, which can be redeemed the following year.
- Ensure a written record of all winning Affiliates is maintained.
- Winner(s) will receive free registration(s) for Package A and/or Package B at the following year’s DCCW Convention. (Hotel accommodations are not included.)
- Maintain ongoing records of previous years registration numbers, by Parish Affiliate.
- Compare each Parish’s number of registrants from the previous year to the current year, and enter the Affiliate’s name into the drawing with a number of entries equal to the increase in registrants. (Hold entries for the drawing at the Convention.)

\_\_\_\_\_ Obtain/create 2 certificates; 1 each for ‘Package A’ and ‘[Package B](#)’ DCCW Convention registrations.

- Include place for winning Affiliate name, DCCW President’s signature, and date.

\_\_\_\_\_ Prepare a report listing the winners of the drawings, number of Affiliates who increased registrations, and number of overall registrations.

\_\_\_\_\_ Announce winners of ‘Throw Down Challenge’ (Pkg. A & B) and present certificates to Affiliate winners.

- Usually at the time of Our Lady of Good Council awards.

\_\_\_\_\_ Make sure all Poster Session displays are picked up at end of Convention.

\_\_\_\_\_ Following Convention:

\_\_\_\_\_ Submit all receipts to Treasurer within thirty (30) days of Convention close.

## DCCW CONVENTION SCHOLARSHIP CHAIR RESPONSIBILITIES

The Scholarship Chair is responsible for the scholarship application and approval process, in accordance with established DCCW Scholarship Guidelines.

- \_\_\_ Update Scholarship Guidelines as needed and gain approval of the DCCW Board.
- \_\_\_ Update Scholarship Application Form if needed and submit to the DCCW Board for approval.
- \_\_\_ Keep the Scholarship Guidelines and Application Form posted on the DCCW [website](#), making sure that contact information is updated as needed.
- \_\_\_ Provide the DCCW President with [Scholarship Applicant Guidelines](#) and application form, prior to December 30th for inclusion with the 'Call to Convention' packet.
- \_\_\_ Coordinate with the DCCW Treasurer to confirm the amount of funds available in the Scholarship account.
- \_\_\_ When scholarship applications are received, determine eligibility and amount of assistance that the applicant will be provided.

Scholarships are for the following:

- Package A-----Full Registration (includes banquet)
- Package B-----Saturday (Day) only
- Package C-----Banquet (Only in combo with Package B or D)
- Package D-----Sunday Only

- \_\_\_ Notify scholarship applicants of approval, and amount of assistance awarded.
- \_\_\_ Provide a list of scholarship recipients to the Convention Registration Chairperson.
- \_\_\_ Provide DCCW Treasurer with an accounting of the disbursements and total amount of Scholarship funds used within 30 days of Convention end.
- \_\_\_ Keep an ongoing confidential record of past and present scholarship recipients.
- \_\_\_ Present a verbal report of scholarship statistics only (no names) at the April board meeting.
- \_\_\_ Provide a written report of scholarship statistics only (no names) to the DCCW Secretary to include in her final Convention Packet.

## PUBLICITY CHAIR RESPONSIBILITIES

The DCCW's Publicity Chair serves as the Convention Publicity Chair. She is responsible for all publicity for the Convention. Publicity is a very important part in the success of the Convention. In the event there is not a Publicity Chair on the board, the DCCW President is responsible for overseeing these duties.

\_\_\_\_\_ Any and all correspondence should be typed on DCCW letterhead.

\_\_\_\_\_ If requested by the DCCW President, develop a flyer that can be included in the 'Call to Convention' packet, which is sent to all parishes and Catholic women's groups in the Diocese asking them to announce the Convention at their meetings, from the pulpit, or attaching the flyer to their Sunday bulletin or bulletin board.

- The flyer should include brief schedule of events, speakers, dates, time, place, and registration information.
  - If available, include a picture of keynote speaker.
  - Provide to DCCW President by December 30th.

\_\_\_\_\_ Contact the Intermountain Catholic to make arrangements for a notice of the Convention in "Around the Diocese" and their Facebook page before the registration deadline;  
\_\_\_\_\_ and contact them again two weeks prior to Convention.

\_\_\_\_\_ If the Board decides to place an ad in the Intermountain Catholic before the Convention registration deadline, prepare and arrange for the advertisement.

- Cost must be approved by the DCCW Board.
- Cost will be paid from the Convention income.
- Advertisement content must be approved by the DCCW President.

\_\_\_\_\_ Make sure the DCCW website URL is included in all publicity.

\_\_\_\_\_ Coordinate with the Editor of the *Intermountain Catholic* to arrange for a designated representative to attend the Convention as an official guest. The registration fee for this representative shall be waived. This invitation is extended with the clear expectation that the representative will provide media coverage of the event, including the preparation of a published article and accompanying photographs.

\_\_\_\_\_ The Publicity Chair is responsible for confirming these expectations in advance, facilitating access during the event, and ensuring that the coverage aligns with the goals of promoting the Convention and its mission.

\_\_\_\_\_ Following Convention:

\_\_\_\_\_ Submit all receipts to Treasurer within 30 days of Convention end.

## ANNUAL GOLDEN ROSE AWARD CHAIR RESPONSIBILITIES

The [Golden Rose Award](#) is given to an outstanding young woman between the ages of 14 and 21. All Affiliated Parishes have the opportunity to submit the application for one young woman in their parish. Award recipients will be acknowledged at the Convention, and the DCCW Golden Rose Award Recipient will be honored with a special DCCW Golden Rose Award Certificate. The young woman who is chosen as the recipient of the Salt Lake City Diocesan Council (DCCW) Award will have her application submitted to the National Council of Catholic Women, NCCW, to be considered as the NCCW Golden Rose Award recipient.

\_\_\_\_\_ The Chair of the Golden Rose Award will be appointed by the DCCW President

\_\_\_\_\_ The Committee Members will be one half of the DCCW Past Presidents

\_\_\_\_\_ The [Application Form](#), along with the Description of the Award will be included in the Convention Packet, time frame to be determined by the DCCW President, and provided to the DCCW President by December 30th.

\_\_\_\_\_ The Committee Chair will determine the due date of all Applications. The date should allow enough time for the Affiliate President to be notified in ample time to register their applicant for the DCCW Convention.

\_\_\_\_\_ Committee Chair Responsibilities:

- Committee Notification and Consent - Notify all selected Committee Members of their appointment and obtain their consent to serve on the Committee.
- Award Necklace Procurement - Order the Golden Rose necklace for the DCCW Golden Rose recipient. Research several options and seek recommendations from Committee Members before purchase.
- Application Compilation - After all applications are received, create a Compilation Spreadsheet for Committee Members to review when selecting the recipient.
  - Include a submission deadline that allows sufficient time to prepare Certificates and Recognition Letters with the DCCW President's signature.
  - Allow at least three (3) days for mailing to Affiliate Presidents if they plan to include applicants in Convention registration materials.
- Recipient Selection - Once all Committee Members have submitted their Compilation Sheets, prepare a Control Sheet summarizing all scores to determine the DCCW recipient.
  - After Applications are received, create the Award Certificates and Recognition Letters that will be sent to the Affiliate President of each applicant.
    - Encourage the Affiliate &/or Deanery to recognize each young women of their Affiliate accomplishment at a Mass or special event.
- Affiliate Notification - Notify each Affiliate President by phone regarding the status of their applicant.
- Award Certificate Preparation - Prepare the official DCCW Golden Rose Award Certificate to be presented at the Annual DCCW Convention to the recipient selected by the Committee.
- Committee Appreciation - Thank all Committee Members for their time, service, and dedication.

- Convention Recognition - At the DCCW Convention, at a time designated by the DCCW President:
  - Announce all applicants and their parishes. - Invite those in attendance to come forward for recognition.
  - Highlight examples of outstanding service (without naming individuals) to honor all participants collectively.
- Applicant Recognition - Congratulate all applicants and thank them for their faithful service to the Lord.
- Award Presentation - Present the winning applicant with the Golden Rose necklace and the DCCW Golden Rose Award Certificate.
- Membership Submission - Submit a Junior or College NCCW Membership Application for each applicant submitted to the Committee.
- Committee Members responsibilities;
  - Respond to all questions and requests from the Committee Chair
  - Respond to the Committee Chair in the time frame requested
  - Give equal consideration to each applicant's services without bias.

## DCCW CONVENTION SPONSOR CHAIR RESPONSIBILITIES

Sponsorship opportunities are open to any business or organization that supports the mission of DCCW and wishes to contribute financially to offset the annual DCCW Convention expenses.

There are three (3) sponsor levels: Diamond, Emerald, and Ruby.

The DCCW President will appoint a Convention Sponsor Program Chairperson who will coordinate the following:

- Provide potential Convention Sponsors with a Sponsor Application form.
- Establish a deadline for Sponsor application submissions.
- Approve Sponsors.
- Provide an invoice or receipt for Sponsor contributions.
- Coordinate with Sponsors and relevant Convention committee chairs regarding:
  - Flyer for welcome bags
  - Promotional items for welcome bags (Diamond level)
  - Poster board display of Sponsors
  - List of Sponsors for Convention Program Booklet
  - List of Sponsors for DCCW website
  - Complimentary Convention Program ads (Diamond & Emerald levels)
  - Availability and location of display tables (Diamond & Emerald levels), including establishing a time for setting up display tables
  - Verbal recognition during Convention (Diamond level).

*[Sponsor Information](#) provided by Chair upon request.*

Revisions approved by the DCCW Board on November 8, 2025.

Convention Guidelines Revisions 2025

Committee Members: Jeanne Audiss, Dawn Haberkorn, Becky Columbo, Kathy Fazio, Gracemarie Belvedere, Jessica Jurkowski and Maria Devereux.

The Convention Guidelines are considered a *fluid document* - subject to ongoing updates and refinements based on new insights, evolving practices, and lessons learned from each Convention experience. Administrative changes (e.g., formatting, grammar, and clarity) may be made as needed. Substantive updates will be reviewed by the Leadership Commission and considered for inclusion during the next full committee review.